

**NC DIVISION MH/DD/SAS
COMMUNITY SUPPORT SERVICES
PC PLANNING REVIEW 2007 / 2008**

REVIEWER INSTRUCTIONS

Q1 – The individual / legally responsible person (lrp) participated in the development of the PCP

- Review PCP page 1, **Participants Involved in Plan Development** to determine if the individual, family (for a young child or for a person with significant disabilities), and or the legally responsible person participated.
- Review PCP page 2, **Personal Dialogue/Interview** to determine if the individual contributed information or if someone who really knows and cares about the person contributed.
- Review PCP page 3, **Family/LRP/Informal Supports Dialogue/Interview** to determine if these individuals contributed information.
- Review PCP page 11, **Comments**. There is no mandate to complete this box, but information found there would indicate that the person and/or lrp did participate.
- Review PCP page 11 **Signatures** to determine if the individual and/or the lrp signed the PCP confirming involvement in the development of the PCP.

Q2 – Long Range Outcomes & Short Range Goals are Person Centered

- **a. Long Range Outcomes are Desired by the Individual / LRP**
 - Review PCP pages 1-2, **Personal and Family/LRP Dialogues/Interviews**.
 - Determine if the Long Range Outcomes reflect the information in these dialogues about what the individual wants to do in his/her life over time.
- **b. Long Range Outcomes are measurable:** Review the Long Range Outcomes in the Action Plan to determine if progress toward achievement can be measured over time.
- **c. Long Range Outcomes project at least one year:** Review the Long Range Outcomes in the Action Plan to determine if they project into the future at least one year.
- **d. Short Range Goals reflect Important TO and FROM information**
 - Review PCP pages 1-3 (all Dialogue/Interview pages).
 - Determine if the information found in the short term goals reflects what is Important TO the person – primarily found in the information contributed by the individual/family/other person who knows and cares about him/her.
 - Determine if the information found in the short term goals reflects what is Important FOR the person – primarily found in the Family and Provider dialogues/interviews.

- e. **Short Range Goals are measurable**
 - Review the Short Range Goals in the Action Plan.
 - **A measurable goal communicates an intended result.** It contains:
 - **What the person will do** (behavior, performance, action);
 - **Under what conditions** / staff intervention;
 - **Criteria** – description of how achievement will be defined.
 - **Other important attributes of short-range goals:**
 - **Reflect what the person will do**, accomplish or have; what the support staff will be doing; not what services will be received.
 - **Reflect a balance** between being too specific and not specific enough.
 - **Reflect the desired result** – being clear about the outcome vs. the activities or course of action/interventions of the staff (i.e.,
 - **Are stated in an active**
- f. **Short Range goals relate to achievement of long range outcomes**
 - Review each long range goal
 - Review each short range goal documented under the long range outcome to determine if they relate to the achievement of the outcome.
- **Rating:** Each question a – f must be rated “1” for Q2 overall to = “1”.

Q3: Key Symptoms/observations identified will result in Action Plans

- a. **Symptoms/Observations are not a restatement of the diagnoses.**
 - Review PCP, page 5, Symptoms/Observations.
 - Determine if they are qualities and characteristics of the individual or a repetition of the diagnosis (es).
- b. **Symptoms/Observations are identified with each short range goal.**
 - Review the Action Plan pages to see if each short range goal has a symptom/observation reflected.
 - The symptom/observation reflected needs to meet the requirements of “a” above.
 - Each symptom/observation noted on page 5 does not need to be related to a short range goal, but
 - Each goal must have one or more symptoms from the list reflected.
- **Rating:** Both questions a and b must be rated “1” for Q3 overall to = “1”.

Q4: The Crisis Plan is complete per the PCP Instruction Manual

- Review each section of the Crisis Plan per questions a – k on the review tool for completion.
- Review each section of the Crisis Plan per questions a – k on the review tool that is completed to determine if the information answers the question asked.
- Rate any question 4a – 4k = “0” if left blank, **unless** there is a creditable and documented reason it is blank, (i.e. the Medication section is left blank but it is documented that the person takes no medication).
- Rate any question 4a – 4k = “0” if the information does not answer the question.
- **Rating:** Each question a – k must be rated “1”, for Q4 overall to = “1”.